

Quotation Request //

US Government Publishing Office

MidAtlantic Region
infomidatlantic@gpo.gov
Washington DC 20401-0000

JACKET:718-572

Quotations are Due By:
(Eastern Time) 1:30 PM on 02/27/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Take Control of Your Health MHV Trifold

QUANTITY: 10000 tri-fold brochures.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>) Fax, email and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported to the MidAtlantic GPO prior to bid opening time at 202.679.3838.

TRIM SIZE: Tri fold: 11 x 8.5" folded to 3.67 x 8.5"

PAGES: 2

SCHEDULE:

Furnished Material will be available for pickup by 03/01/2023

Deliver complete (to arrive at destination) by 03/20/2023

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Brochure prints type, rule and illustrations, including photographs, 4/4 with bleeds. Score and fold to approximately 3.67 x 8.5" with no cracking along the folds. Shrink wrap in packages of 25. Print quantity= 10,000.

MATERIAL FURNISHED: Contractor to receive. PDF via email.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create or any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When Post Script Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

If changes were made to the file, the contractor must furnish final production native application files (digital

deliverable) with the furnished material upon completion of the order. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
TEXT: JCP Code* A181, No. 1 Coated Text**, Gloss-Finish, Basis Size 25 X 38" Basis Weight 80#
COLOR OF INK: Ink Must Contain a Minimum of 20% Vegetable Oil
CMYK

PRINT PAGE: Head to Head

MARGINS:

Bleeds. File has crop-marks

PROOFS:

Contractor to submit one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Email proofs to: candler.rhodes@va.gov AND bcanzanella@gpo.gov. Contractor must call Ms. Rhodes at 803.776.4000, ext 5610 to confirm receipt.

PACKING:

All cartons to be labeled with contents and quantity.

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.
Shrink Film Pack in units of 50. Pack suitably per shipping container.

DISTRIBUTION:

Deliver 10,000 brochures to:

Candler Rhodes 803.776.4000 ext 5610
Dorn VAMC
6439 Garners Ferry Road
Columbia, SC 29209

Contractor must notify the ordering agency and GPO via e-mail sent to candler.rhodes@va.gov AND InfoCharleston@gpo.gov on the same day that the product ships. The subject line of this message shall be: Distribution Notice for Jacket 718-572. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Electronic Media

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment e mail to invoice-inquiry@gpo.gov

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. Authors Alterations), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

Attachment(s): NONE